

LAB SCHOOL PARENT JOBS INFANT CLASS

PARENT LEADER- Schedule night meetings at homes of parents or other locations. Collect and distribute maps for various meeting locations. Make name tags for all children and parents in the beginning of the year and for new members as needed.

TREASURER- Caretaker of the class funds. Collect the clean up fee and any other funds. Communicate with preschool treasurer as needed.

SECRETARY- Record minutes at all night meetings and posts them at the school. Make phone roster at the beginning of the year and update as needed.

SCHEDULE CHAIRMAN- Schedule lead snack parents and post master schedule. Remind parents of snack schedule.

PHONE CHAIRMEN- Call members of the group when information needs to be related quickly.

SUNSHINE CHAIRMAN- Send cards, (thank-you notes, birthdays, births etc.) Help arrange socials, parent night out as needed.

TACTILE/ART CHAIRMAN- Make play dough and cut out shapes as needed. Confer with teacher on special art projects. Coordinate tactile/art donation list.

COUNCIL REPRESENTATIVE OR LIASON- Inform parents of council news obtained through preschool council representative. The council arranges the spring Lab School picnic, T-shirt fundraiser and other tasks.

FUND RAISER CHAIRMAN- Coordinate fund raising activities for the class.

LIBRARY CHAIRMAN- Select books from the public library to use during story time.